



NASA Headquarters
Washington, DC 20546

Page 1 of 12
HQOWI1410 - M008
REVISION B
JUNE 27, 2000

CODE M EXTERNAL DIRECTIVES REVIEW PROCESS

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VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE**

NASA Headquarters		
Code M External Directives Review	HQOWI1410 - M008	Revision: B
	Date: June 27, 2000	Page 2 of 12

Code M External Directives Review Process

Approved and signed by

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NASA Headquarters		
Code M External Directives Review	HQOWI1410 - M008	Revision: B
	Date: June 27, 2000	Page 3 of 12

DOCUMENT HISTORY LOG

Status (Draft/ Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		1-21-1999	
Revision	A	04-16-1999	Changes resulting from DNV Pre-registration audit. Section 7 has been modified to agree with NPG 1441.1B. Section 5 has been modified to more accurately reflect the process as practiced. Section 6 has been revised to add additional descriptions to the action.
Revision	B	06-26-2000	Updated flow chart symbology and clarified the process. Numbered decision boxes and updated section 6 accordingly.
Admin. Change	B	06-27-2000	Administrative Change. Corrected document titles in reference section and fixed line spacing.

NASA Headquarters		
Code M External Directives Review	HQOWI1410 - M008	Revision: B
	Date: June 27, 2000	Page 4 of 12

TABLE OF CONTENTS

<u>PARAGRAPH</u>	<u>PAGE</u>
1.0 PURPOSE	5
2.0 SCOPE	5
3.0 DEFINITIONS	5
4.0 REFERENCES	5
5.0 FLOWCHART	6
6.0 EXTERNAL DIRECTIVES REVIEW PROCESS	9
7.0 RECORDS	12

NASA Headquarters		
Code M External Directives Review	HQOWI1410 - M008	Revision: B
	Date: June 27, 2000	Page 5 of 12

1.0 PURPOSE

The purpose of this HQ OWI for External Directives Review within Code M is to prescribe the steps for reviewing NASA HQ directives that are developed by organizations other than Headquarters, Code M.

The Associate Administrator (AA) for the Office of Space Flight (OSF) is responsible for maintaining this document. The controlled version of the manual is available on the world wide web (WWW) via the HQ ISO 9000 Document Library for the ISO 9000 QMS at <http://hqiso9000.hq.nasa.gov>. By definition, any printed version of this OWI is uncontrolled. Any proposed revision to this manual is submitted by the AA for OSF or his designee. The AA for OSF or his designee, authorizes approval of the revision after an internal review by the Document Control Board.

2.0 SCOPE

This OWI includes the activity steps for the process that begins with the receipt of a directive from Code JM for review and concludes with the publication of Code M Comments to the originating organization. The OWI applies to all Headquarters Code M personnel who review and comment on directives developed by organizations other than Headquarters Code M.

3.0 DEFINITIONS

The following term(s) are used in this OWI and are explained below:

3.1 External Directives. NASA policy and guidelines developed by Codes other than Code M, but which require Code M review and coordination.

3.2 NODIS NASA Online Directives Information System

3.3 Code M Directives Manager Process owner

3.4 Code M Action Technical Lead Resolves technical issues associated with External Directives.

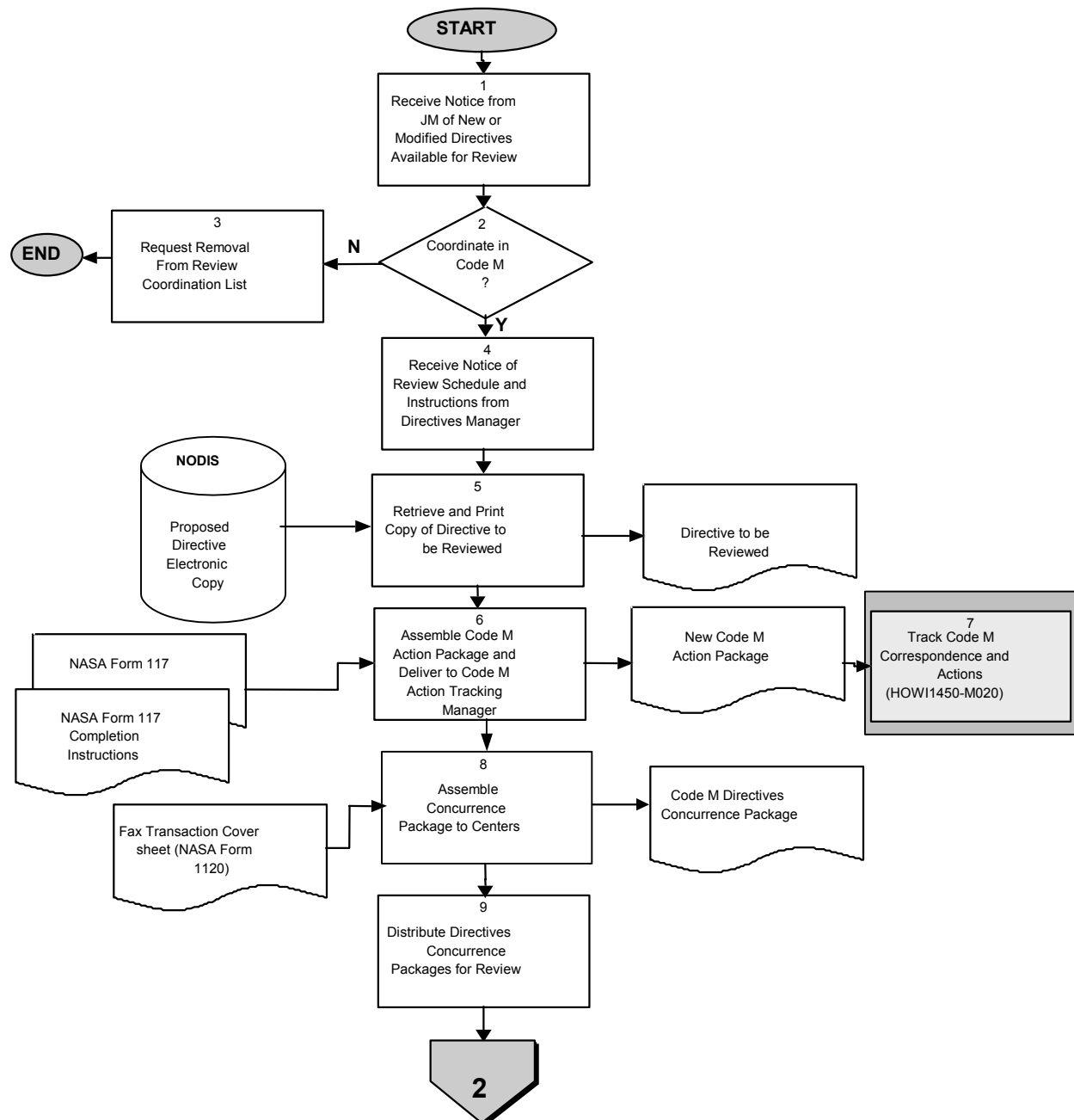
4.0 REFERENCES

The following documents contain provisions that, through reference in this OWI or in policy or procedure documents, constitute the basis for the documented procedure:

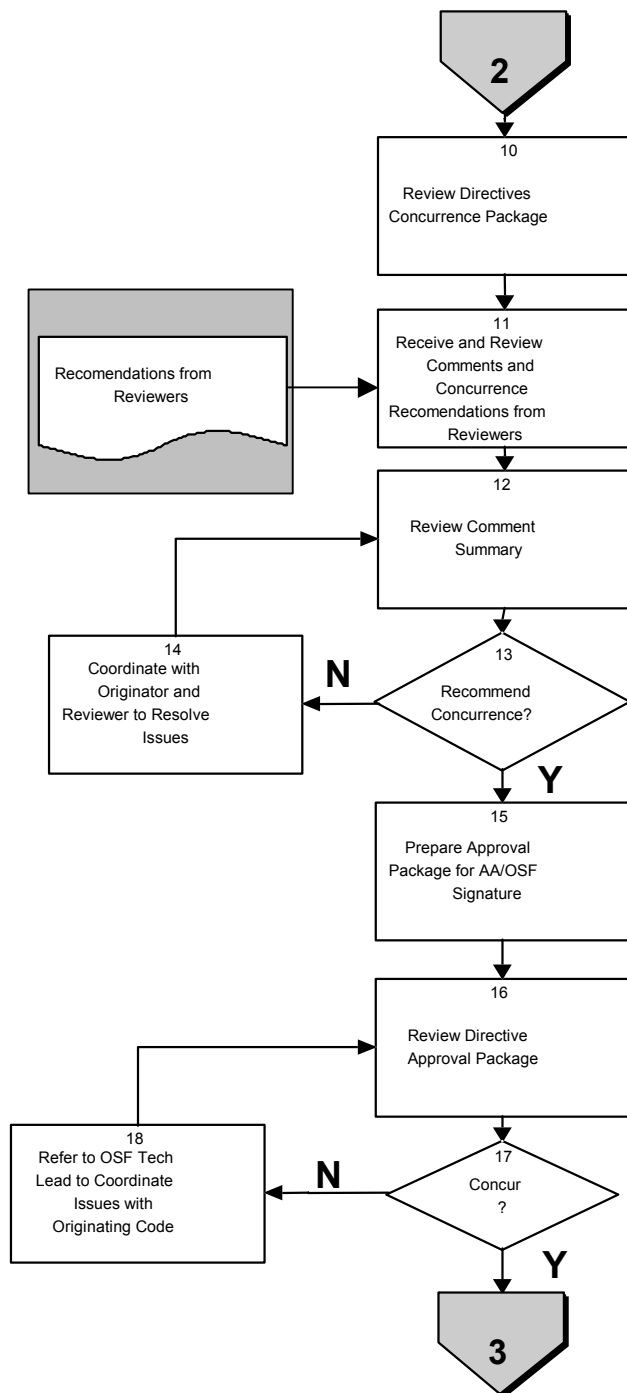
HQSM 1200-1	Headquarters Quality System Manual
NPD 1400.1	NASA Directives System
NPG 1400.1	NASA Directives System Procedures and Guidelines
NHB 1101.3	NASA Organization Handbook

NASA Headquarters		
Code M External Directives Review	HQOWI1410 - M008	Revision: B
	Date: June 27, 2000	Page 6 of 12

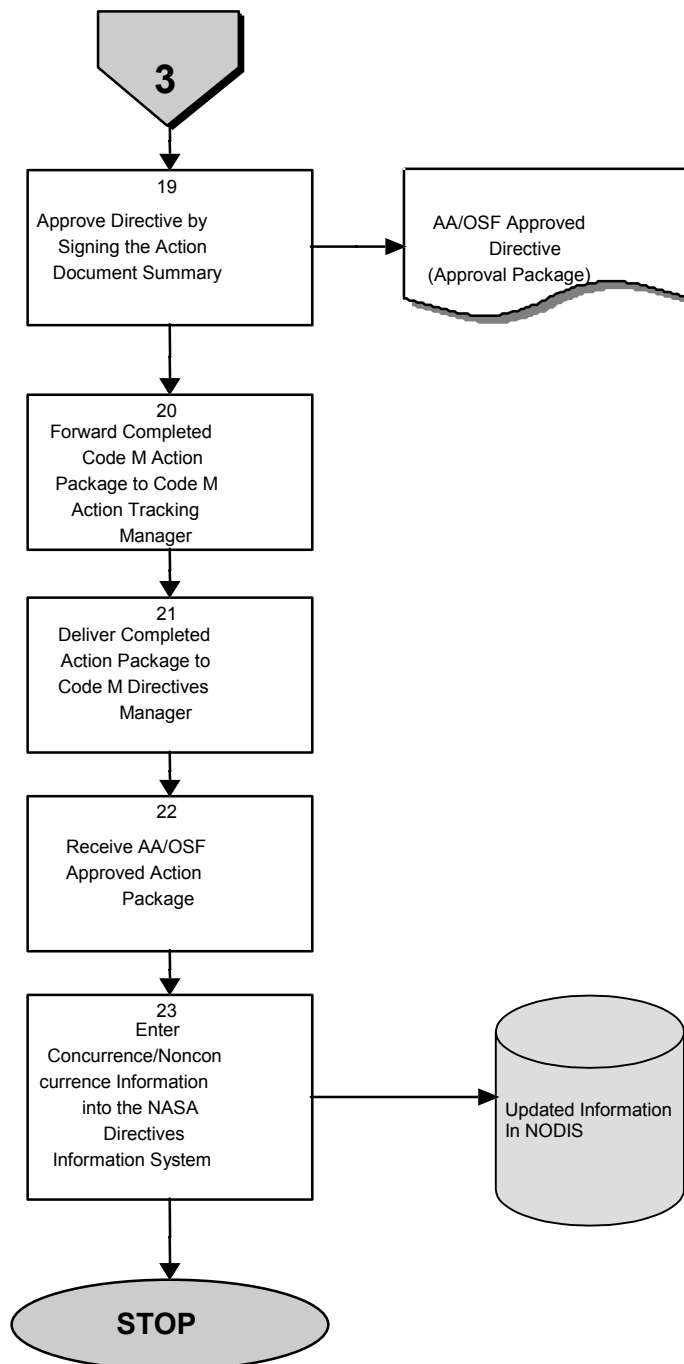
5.0 FLOWCHART



NASA Headquarters		
Code M External Directives Review	HQOWI1410 - M008	Revision: B
	Date: June 27, 2000	Page 7 of 12



NASA Headquarters		
Code M External Directives Review	HQOWI1410 - M008	Revision: B
	Date: June 27, 2000	Page 8 of 12



NASA Headquarters		
Code M External Directives Review	HQOWI1410 - M008	Revision: B
	Date: June 27, 2000	Page 9 of 12

6.0 EXTERNAL DIRECTIVES REVIEW PROCESS

NASA Directives are developed and maintained by many organizations throughout the organization. When a new directive is developed, other organizations which have an interest are asked to review the directive prior to its approval. The review process of directives developed or modified by organizations, other than Code M, is documented in the steps below.

<u>Actionee</u>	<u>Flowchart Reference</u>	<u>Action</u>
Code M Directives Manager	1	Receive notice from Code JM that there is a new or revised directive available for review
Code M Directives Manager	2	Analyze the directive information to determine if Code M should be included in the directive review coordination list. If review is appropriate, continue with step 4.
Code M Directives Manager	3	If the subject is not within the scope of Code M interest, notify the originating code's Directives Manager to remove Code M from coordination list.
Code M Directives Manager	4	Receive notice of review due date from originating office with review instructions. Code M Directives Manager must distribute the directive to field Centers and this notice provides the date the directive concurrence is due to meet the Code JM deadlines.
Code M Directives Manager	5	Retrieve and print proposed directive so that it can be distributed to the appropriate Code M reviewers.
Code M Directives Manager	6	Assemble Code M Action Package, which consists of Directive for review and cover transmittal sheet with action officer subject and due date information, and deliver to the Code M Action Tracking Manager
Code M Action Tracking Manager	7	Complete action tracking process by logging the directive in and assigning the action officer, suspense date and distributing info copies to M staff.

NASA Headquarters		
Code M External Directives Review	HQOWI1410 - M008	Revision: B
	Date: June 27, 2000	Page 10 of 12

Code M Directives Manager	8	Assemble concurrence package for OSF Centers consisting of the Fax Concurrence Sheet (NASA Form 1120) and the proposed directive. NPG's are accessed through NODIS.
Code M Directives Manager	9	Distribute Proposed Directive to Center Directives Managers and others within Code M as designated
Code M Action Personnel And Center Directives Managers	10	Review Proposed Directive and document comments, sending them to the Headquarters Code M Directives Manager
Code M Directives Manager	11	Receive and review comments from action personnel and Center Directives Managers
Code M Action Technical Lead	12	Review comments and decide whether to recommend concurrence or nonconcurrence.
Code M Action Technical Lead	13	If nonconcurrence is recommended, work with originator to resolve issues. If concurrence is recommended forward action package and annotated comments to Code M Directives Manager.
Code M Action Technical Lead	14	Resolve issues with the originator and the reviewer so that concurrence can be recommended. When concurrence is achieved, forward the action package with recommendation to the Code M Directives Manager
Code M Directives Manager	15	Prepare the approval package for the AA/OSF signature. The package must contain the original action package, consolidated summary of comments, all original review comments from the field centers and recommended action of the lead technical person as well as the NASA Form 117, Action Document Summary for AA/OSF signature and route to appropriate OSF offices for concurrence
Code M Reviewers (Required Concurrences)	16	Review Directive Approval Package to determine concurrence/nonconcurrence
Code M Reviewers	17	If concurrence achieved, proceed to step 19. If

NASA Headquarters		
Code M External Directives Review	HQOWI1410 - M008	Revision: B
	Date: June 27, 2000	Page 11 of 12

(Required Concurrences) Code M Action Technical Lead	18	nonconcurrence, continue with step 18. Coordinate with the originating code and Code M Directives Manager to resolve issues which prevent concurrence, if applicable and return package to the concurrence cycle. When concurrences are obtained, return to directives manager to send to AA/OSF for signature.
AA/OSF	19	Approve directive by signing the NASA Form 117, Action Document Summary, if applicable
AA/OSF	20	Forward Completed Action Package to Code M Action Tracking Manager
Code M Action Tracking Manager	21	Close action in action tracking system and deliver approval package to the Code M Directives Manager (OWI M020).
Code M Directives Manager	22	Receive AA/OSF Approved Action Package, remove routing slip & assemble document for the file records as stated in step 13.
Code M Directives Manager	23	Enter directives review concurrence/nonconcurrence information and electronic signature (if concurring) into the NASA Directives Information System (NODIS). Send e-mail to the originating office notifying them of completed action. If nonconcurring, signature of AA for OSF is withheld until originating office resolves issues.

NASA Headquarters		
Code M External Directives Review	HQOWI1410 - M008	Revision: B
	Date: June 27, 2000	Page 12 of 12

7.0 RECORDS

RECORD IDENTIFICATION	OWNER	LOCATION	RECORD MEDIA: ELECTRONIC OR HARD COPY	SCHEDULE NUMBER AND ITEM NUMBER	RETENTION/DISPOSITION
AA/OSF Approved Directive (Approval Package)	Code M Directives Manager	M-2	Hardcopy	Schedule 1 Item 25	Destroy when 3 yrs old or no longer needed for operating purposes, whichever comes first.